Time, Attendance, and Leave (TAL)

Virginia Department of Human Resource Management

Governor McDonnell's Commission on

Government Reform and Restructuring

Consolidation of Shared Services and Enterprise Architecture Committee

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TAL Background

- Federal and state laws require the recordation and tracking of hours worked, time off, and overtime.

- Most agencies use 1960s era manual paper processes.

- TAL is a labor intensive manual process that carries an inherently high level of risk for error.

- Labor distribution by funding code for work eligible for federal reimbursement is manually tracked.

- Inter-Agency work group formed in December 2008 to address enterprise needs.

- 38 agencies, colleges, and universities communicated a critical need to advance our human capital systems beginning with TAL.

- DHRM has explored options for implementing a web-based solution for TAL.

TAL
Compare this -

TAL

To this -

TAL
Benefits and Barriers

Benefits of Automating TAL

- Statewide cost savings and cost avoidance through lower operating costs
- Eliminates data entry and streamlines business processes
- Product functionality and accessibility
- Measurable efficiencies in agency staff time and effort
- Improved agency compliance with policy and law
- Improved speed and accuracy in central agency data exchange and reporting

Barriers

- Resources
  - IT Staff
  - Funding

- Current Leave Program is complex, expensive, and complicates automation

Who is Impacted?

- All classified employees
  - Must submit leave forms must be reviewed, approved, reconciled, and processed through human resources and payroll.
  - Over 45,000 employees are non-exempt under FLSA and must also submit timesheets to supervisors.
- All wage employees
  - Must submit timesheets on a weekly or bi-weekly basis.
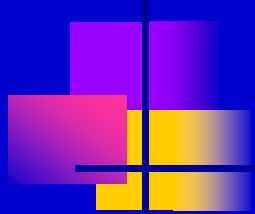- Agency Timekeepers
- Human Resource staff
- Payroll staff

TAL

So What?

- Based on a 2009 assessment the cost of *human* effort attributed to TAL easily exceeds $50 million in executive branch agencies.

- There are compelling reasons to partner with key stakeholders to provide an automated solution for TAL

- Lower operating and human capital costs by streamlining and modernizing TAL

- Reform and simplify the employee Leave Program

Time, Attendance, and Leave

Questions?